

CLASS TITLE:**CLERK DISPATCHER**

Class Code: 02409200

Pay Grade: 08G

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform simple clerical tasks and maintain radio communications between mobile and base units; and to do related work as required.

SUPERVISION RECEIVED: Routine tasks are assigned by a superior with occasional review or check depending on departmental conditions.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform simple clerical tasks and maintain radio communications between mobile and base units.

To keep and maintain a continuous log of all communication activities.

To make routine broadcasts on prevailing road and weather conditions and to notify the proper superior in regard to deteriorating road or inclement weather conditions.

To receive telephone calls from local or state police and the public, noting any hazardous conditions resulting from accidents or storms and to dispatch the appropriate area patrol to the scene for investigation and the implementation of corrective action.

To perform simple filing tasks and clerical duties related to completing routine forms or other written memos.

To perform simple clerical tasks related to the logging of inventory and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation of radio receiving and transmitting equipment; the ability to use this equipment properly and follow prescribed rules and regulations; the ability to perform simple filing tasks and establish an alphabetical filing system; the ability to complete simple forms or written memos; the ability to understand oral communications and relate them to proper personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; or

Experience: Such as may have been gained through: some employment as a Radio Dispatcher.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 23, 1973

Editorial Review: 3/15/03